

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

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10. 106 No.

| 403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS | | | | | | | | | |
|---|------|---|------|---|------|---|--|---|------------|
| 1.1 | 73 | CLIENT DISPUTES | AC+3 | | AC+3 | | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR AFTER FINAL DISPOSITION OF COMPLAINT. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. | |
| 1.1 | 280 | REPORTS-EMPLOYEE (formerly 305 - Laboratory Services) | AC+3 | | AC+3 | | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR AFTER POLICY OR PROCEDURE IS COMPLETED/TERMINATED. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. | |
| 1.1 | 565 | QUALITY ASSURANCE CARDS | FE+3 | | FE+3 | | | | |
| 1.1 | 705 | QUALITY ASSURANCE CERTIFICATIONS | US+1 | | US+1 | | | | |
| 1.1 | 1279 | PROGRAM CORRESPONDENCE | AC+3 | | AC+3 | | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. | |
| 1.1 | 2457 | VENDOR FAIR HEARING FILES | AC+3 | | AC+3 | | | PAPER AND ELECTRONIC; AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 77 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | |
| 1.1 | 2465 | WIC PROGRAM CORRESPONDENCE | AC | 3 | AC+3 | E | | Vital Record. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). INCLUDES COST CONTAINMENT REPORTS. | 05-537-075 |

RETENTION CODES (Field 7)

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Completed, Expired, Settled

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Valuable

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ARCHIVAL CODES (Field 8)

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10. 106 No.

403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS

| | | | | | | | | |
|---------|------|----------------------------------|------|---|------|---|---|------------|
| 1.1 | 2475 | DAILY ERROR CORRECTION REPORTS | AC | 3 | AC+3 | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f) | 05-537-020 |
| 1.1 | 4118 | REPORTS AND STUDIES (NON-FISCAL) | AC+3 | | AC+3 | R | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR INCLUDING DATE OF FINAL STATEWIDE IMPLEMENTATION OF ELECTRONIC BENEFITS TRANSFER (EBT) PROJECT. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD. | |
| 1.1 | 4279 | VENDOR COMPLIANCE BUYS | AC | 3 | AC+3 | | AC= MARCH 1 OF THE FEDERAL FISCAL YEAR FOLLOWING RELEASE OF FINAL FINDING. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | 05-537-110 |
| 1.1 | 4703 | TRAINING INFORMATION | AC | 3 | AC+3 | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. (INCLUDES REGISTRATIONS; EVALUATIONS; AND CONTINUING EDUCATION CREDITS FOR LOCAL AGENCY STAFF AND GROCERS.) | 09-537-547 |
| 1.1.002 | 4282 | VENDOR INVOICE AUDITS | AC | 7 | AC+7 | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | 05-537-129 |

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10. 106 No.

| 403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS | | | | | | | | | |
|---|------|--|------|--|------|---|--|--|---|
| 1.1.006 | 2514 | VENDOR COMPLAINTS | AC+5 | | AC+5 | | | | AC=FINAL DISPOSITION OF THE COMPLAINT. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f) |
| 1.1.007 | 1277 | DEPARTMENT ADMINISTRATIVE CORRESPONDENCE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.) | 4 | | 4 | R | | | Vital Record. NON-USDA RELATED CORRESPONDENCE. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. |
| 1.1.008 | 2446 | DEPARTMENT GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.) | 2 | | 2 | | | | NON-USDA RELATED CORRESPONDENCE |
| 1.1.020 | 213 | PUBLIC INFORMATION REQUESTS - NOT EXEMPTED | AC+1 | | AC+1 | | | | AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002) |
| 1.1.021 | 216 | PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED) | AC+2 | | AC+2 | | | | AC=DATE OF DENIAL OF REQUEST. |
| 1.1.057 | 1303 | TRANSITORY INFORMATION | AC | | AC | | | | AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION. INCLUDES DAMAGED/UNUSABLE SMART CARDS. |
| 1.1.063 | 253 | STAFF MEETING MINUTES/NOTES | 1 | | 1 | | | | |
| 1.1.065 | 3189 | 108 REPORT | AC+3 | | AC+3 | | | | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). |

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| 403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS | | | | | |
|---|------|--|------|--------|---|
| 1.2.006 | 2476 | TRANSMITTAL SHEET STORAGE FILE | AC+2 | AC+2 | AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER |
| 2.1.007 | 4321 | SOFTWARE PROGRAMS | AC | AC | Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94 (a)(1) |
| 2.1.009 | 4609 | TECHNICAL DOCUMENTATION | AC | AC | Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE ENVIRONMENT WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ. 13 TAC 6.94(a)(1). INCLUDES GROCER SYSTEM SPECIFICATIONS; CARD SPECIFICATIONS; INDUSTRY STANDARDS; CHIP MANUFACTURING; FILE STRUCTURES; ETC.) |
| 2.2.011 | 3932 | DATA ENTRY CONTRACTOR ACTIVITIES | AC | 3 AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f) |
| 2.2.016 | 5979 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS | LA+3 | LA+3 | Vital Record. |

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|---|------|--|------|--|------|---|--|--|--|
| 403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS | | | | | | | | | |
| 3.1 | 6700 | POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS) | AC | | AC | AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE. | | | |
| 3.1.006 | 4975 | EMPLOYEE COUNSELING RECORDS | AC+3 | | AC+3 | PAPER AND ELECTRONIC. AC=TERMINATION OF COUNSELING. NOTES, MEMORANDA, OR REPORTS RELATING TO THE COUNSELING OF AN EMPLOYEE FOR WORK-RELATED, PERSONAL, OR SUBSTANCE ABUSE PROBLEMS. MAINTAINED AT THE SUPERVISORIAL LEVEL. ORIGINAL DOCUMENTATION FOR 3.1.006 AND 3.1.020 MUST BE KEPT SEPARATE FROM THE PERFORMANCE APPRAISAL. COPY OF DOCUMENTATION FOR 3.1.006 AND 3.1.020 MAY BE INCLUDED IN THE PERFORMANCE APPRAISAL. | | | |
| 3.1.027 | 725 | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL) | AC+5 | | AC+5 | AC=TERMINATION OF EMPLOYMENT. CERTIFICATES OF COMPLETION, TRANSCRIPTS, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, TESTING, OR CONTINUING EDUCATION ACHIEVEMENTS OF AN EMPLOYEE. | | | |
| 3.3.023 | 1304 | REQUESTS AND AUTHORIZATION FOR TRAVEL AND OTHER | FE+3 | | FE+3 | INCLUDES TRAVEL, PARTICIPATION IN EDUCATION PROGRAMS, WORKSHOPS. DOES NOT INCLUDE CEU CREDITS (SEE ALSO 3.1.027 TRAINING & EDUCATIONAL ACHIEVEMENT RECORDS ON SCHEDULE 403E); TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005. | | | |
| 3.4 | 242 | TRAINING MATERIALS (GROCER SYSTEMS; SMART CARD; LOCAL AGENCY; GROCERS, ETC.) | AC+3 | | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR AFTER SUPERSEDED. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. | | | |

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403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS

| | | | | | | | |
|---------|------|--|------|---|------|---|------------|
| 4.0 | 4281 | VENDOR REVIEWS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | 05-537-112 |
| 4.0 | 7246 | COST CONTAINMENT RECORDS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f) | |
| 4.0 | 7247 | LEAST EXPENSIVE BRAND (LEB) COMPLIANCE RECORDS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | |
| 4.0 | 7248 | EGREGIOUS RECORDS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | |
| 4.1 | 3191 | UNPAID VENDOR CLAIMS | AC+3 | | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). DEAD CLAIMS. | |
| 4.1.001 | 1272 | MANUAL VENDOR FOOD PAYMENTS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | |

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|---|------|---|------|-------|------|---|--|------------|--|
| 4.1.001 | 3931 | VENDOR PAYMENT INQUIRIES | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | | 09-537-548 | |
| 4.1.001 | 6824 | REDEEMED FOOD VOUCHERS (WIC CLAIMS) | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | | 07-537-540 | |
| 4.1.001 | 7245 | DROP-SHIP CLAIMS-SPECIAL FORMULA | 6 MO | 3Y6MO | 4 | | | 12-537-564 | |
| 4.1.002 | 4280 | VENDOR BILLINGS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | | 05-537-111 | |
| 4.2.005 | 452 | PURCHASE VOUCHERS | FE+3 | | FE+3 | INCLUDES CARD INVENTORY BILLS OF LADING (BOLs) | | | |
| 4.2.005 | 2464 | WIC VENDOR CLAIM FORMS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | | 05-537-092 | |
| 4.2.007 | 1282 | TRAVEL (AND OTHER EXPENDITURE) VOUCHERS | AC+3 | | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. INCLUDES REIMBURSEMENT FOR TRAVEL, PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS. TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005. | | | |

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| 4.5.002 | 3372 | WIC VENDOR PAYRUN REPORTS | AC | 3 | AC+3 | Vital Record. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | | 05-537-093 | |
| 4.5.002 | 4387 | VENDOR ACCOUNT ADJUSTMENTS | AC | 3 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | | 05-537-103 | |
| 4.6.002 | 2493 | VENDOR ONE-TO-ONE RECONCILIATION | AC+1 | 2 | AC+3 | AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | | 05-537-099 | |
| 4.7 | 5637 | FEDERAL GRANT RECORDS (WIC) | AC+3 | | AC+3 | Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE) AND MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. | | | |
| 4.7.005 | 3889 | VENDOR CLAIM REDUCTION INQUIRIES | AC | 3 | AC+3 | Vital Record. AC=MARCH 1 OF THE FEDERAL FISCAL YEAR FOLLOWING RESOLUTION OF CLAIM. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION PERIOD REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26(e) AND (f). | | | |

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| 403B - NUTRITION SVS - VENDOR MANAGEMENT AND OPERATIONS | | | | | | | | | |
|---|------|--|------|---|------|--|--|---|--|
| 4.7.008 | 2450 | FARMERS MARKET NUTRITION PROGRAM | AC | 3 | AC+3 | | | Vital Record. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | 09-537-550 |
| 4.7.008 | 2466 | WIC VENDOR CONTRACTS | AC+1 | 2 | AC+3 | | | Vital Record. AC=MARCH 1 OF THE FEDERAL FISCAL YEAR FOLLOWING EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.25. CONFIDENTIALITY REQUIRED BY USDA FEDERAL REGULATION 7 CFR PART 246.26 (e) AND (f). | 05-537-132 |
| 5.1.001 | 5518 | CONTRACTS AND LEASES | AC | 7 | AC+7 | | | Vital Record. AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. INCLUDES COPIER, FAX, ETC. | (120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483 |
| 5.2 | 304 | RECORD OF TRANSFER | AC+3 | | AC+3 | | | INCLUDES MASS TRANSFER TO CLINIC CLOSURE DOCUMENTS, RETURNED UNUSABLE CARDS LOGS, ETC. AC=MARCH 1 OF FOLLOWING FEDERAL FISCAL YEAR AFTER TRANSFER. FEDERAL FISCAL YEAR STARTS OCTOBER 1. RETENTION REQUIRED BY USDA FEDERAL REGULATION 7 CFR 246.25. | |
| 5.2.008 | 730 | EQUIPMENT MAINTENANCE LOGS/HISTORY FILES | LA+3 | | LA+3 | | | INCLUDES SERVICE AGREEMENTS AND/OR CONTRACTS (MAINTENANCE, INSTALLATION, MOVES, SERVICES, ETC.) | |
| 5.2.010 | 780 | EQUIPMENT MANUALS | LA | | LA | | | VERIFONE, OMNI KEY, BARCODE SCANNERS, ETC. | |
| 5.2.011 | 798 | EQUIPMENT WARRANTIES | AC+1 | | AC+1 | | | AC=EXPIRATION OF WARRANTY. | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
R - Review by State Archivist
E - Exempt from sending

VITAL Record (Include in Field 9)